

1 COUNCIL ON POSTSECONDARY EDUCATION

2 (Amendment)

3
4 **13 KAR 2:020. Guidelines for admission to the state-supported**
5 **postsecondary education institutions in Kentucky.**

6
7 RELATES TO: KRS 156.160, 164.001, 164.011, 164.020(3), 164.030

8 STATUTORY AUTHORITY: KRS 164.020(8)

9 NECESSITY, FUNCTION, AND CONFORMITY: Pursuant to KRS 164.020(8)
10 the council sets the minimum qualifications for admission to the state-supported
11 postsecondary education institutions. It is the intent of the council that all
12 students have available to them an opportunity for postsecondary education
13 appropriate to their interests and abilities. This administrative regulation
14 establishes the minimum qualifications related to admission at state-supported
15 postsecondary education institutions.

16
17 Section 1. Definitions. (1) "Adult student" means a student who is twenty-one
18 (21) years of age or older.

19 (2) "Council" is the Council on Postsecondary Education established by KRS
20 164.011 [~~defined by KRS 164.001(7)~~].

21 (3) [~~"Foreign language" means a language that is not the primary language~~
22 ~~used at home.~~]

1 —(4)} "Institution" or "institutions" means a state-supported postsecondary
2 education institution as defined in KRS 164.001(11) ~~[KRS 164.001(10)]~~.

3 (4) ~~{(5)}~~ "KCTCS" means the Kentucky Community and Technical College
4 System as defined in KRS 164.001(11).

5 (5) ~~{(6)}~~ "Program of Studies" means the document "Program of Studies for
6 Kentucky Schools: Grades Primary-12" published by the Kentucky Board of
7 Education.

8 (6) ~~{(7)}~~ "Developmental course" ~~["Remedial course"]~~ means a college or
9 university class or section that prepares a student for college-level study and
10 does not award credit toward a degree.

11 (7) ~~{(8)}~~ "System-wide standard" means an ACT Assessment sub-score ~~{a~~
12 ~~score}~~ of eighteen (18) in ~~[or above on a mathematics,]~~ English, ~~[, or reading]~~
13 ~~subscale of the ACT Assessment]~~ nineteen (19) in mathematics, or twenty-one
14 (21) in reading.

15
16 Section 2. Minimum Qualifications for Institutional Admission as First-time
17 Students~~[Freshmen]~~. (1)(a) Except as provided by paragraph (b) of this
18 subsection, an applicant seeking to enter a community and technical college
19 shall have fulfilled the minimum requirements for admission to a degree program
20 established by the Kentucky Community and Technical College System
21 consistent with this administrative regulation ~~[at a community or technical college~~
22 ~~or to a community college-type program at a university]~~ if the applicant has:

23 1. Graduated from a public high school or a certified nonpublic high school; or

1 2. Earned a high school general equivalency certificate (GED).

2 (b) The Kentucky Community and Technical College System may exempt a
3 student who is eligible to pursue a GED from the requirements of paragraph (a)
4 of this subsection.

5 (c) An applicant to a community-college type program at a university shall:

6 1. have satisfied the minimum requirements for admission to a two-year
7 degree program established by the admitting institution consistent with this
8 administrative regulation; and

9 2. take the ACT Assessment.

10 (2)(a) Except as provided in paragraph (b) of this subsection, and applicant
11 shall have fulfilled the minimum requirements for admission to a baccalaureate
12 program at a university if the applicant has:

13 1. Graduated from a public high school or a certified nonpublic high school;

14 2. Completed the precollege curriculum established in Section 3 of this
15 administrative regulation; and

16 3. Taken the ACT Assessment.

17 (b) An applicant who has earned a high school general equivalency certificate
18 (GED) or who is a graduate of a noncertified nonpublic high school, including a
19 home school, may be admitted to a baccalaureate program at a university by
20 taking the ACT Assessment and by scoring at levels ~~[a level [n the subtests]~~
21 established by a ~~[the]~~ university. An applicant shall satisfy the provisions of
22 paragraph (a)2 of this subsection by taking the ACT Assessment and by scoring
23 at levels ~~[on the ACT Assessment subtests that are]~~ established by a university.

1 (3) Notwithstanding the provisions of subsections (1) and (2) of this section, a
2 university may substitute the SAT for the ACT Assessment. The ACT
3 RESIDUAL, ASSET Testing Program, COMPASS Testing Program, or
4 ACCUPLACER Testing Program may be substituted for the ACT Assessment
5 requirement for an adult student ~~[students]~~.

6 (4) An institution shall establish a written policy for admitting a student if an
7 applicant has attended a noncertified or nonpublic school and completed a
8 course of study. Noncertified nonpublic schools shall include a home school.

9 ~~(5)(a)~~ A nonresident seeking admission to a baccalaureate degree program at a
10 university shall complete:

11 (a) [1.] The ACT recommended college core courses for the precollege
12 curriculum which is listed in the annual ACT High School Profile Report: High
13 School Graduating Class ~~[1999]~~; or

14 (b) [2.] A college preparatory curriculum comparable to Kentucky's precollege
15 curriculum.

16 ~~[(b) Except as provided in Section 3(10)(e) of this administrative regulation, a~~
17 ~~nonresident shall meet the same minimum qualifications for admission as a~~
18 ~~Kentucky resident as established in subsections (1) through (4) of this section.]~~

19 (6)(a) A university may, under extenuating circumstances, admit a student
20 who has not met the testing requirements of subsection (2)(a)3 of this section if
21 the university has a written policy defining extenuating circumstances.

1 (b) If a university admits a student under paragraph (a) of this subsection, the
2 student shall satisfy the provisions of subsection (2)(a)3 of this section during the
3 first semester of enrollment.

4 (7) A university may establish, in writing, additional admission criteria to
5 supplement these minimum requirements.

6
7 Section 3. Precollege Curriculum. (1) ~~[Effective for the fall semester of 2000,~~
8 ~~an applicant to a baccalaureate degree program at an institution shall complete~~
9 ~~twenty (20) or more approved high school units including the following courses in~~
10 ~~the precollege curriculum. The precollege curriculum established in this section~~
11 ~~shall include the following categories and courses of study and is based on the~~
12 ~~Program of Studies.~~

13 ~~— (a) Four (4) units of high school study in English/language arts, specifically~~
14 ~~including English I, English II, English III, and English IV or AP English.~~

15 ~~— (b) Three (3) units of high school study in mathematics, including algebra I,~~
16 ~~algebra II and geometry. This mathematics requirement may be met by~~
17 ~~completing the integrated mathematics series consisting of three (3) units.~~

18 ~~— (c) Two (2) units of high school study in science, biology I and either~~
19 ~~chemistry I or physics I. At least one (1) science course shall be a laboratory~~
20 ~~course.~~

21 ~~— (d) Two (2) units of high school study in social studies, that shall include~~
22 ~~world civilization and either U.S. history or AP American history.~~

1 ~~— (e) A college-bound student is encouraged to take, as part of his elective~~
2 ~~course selection, additional coursework in mathematics, sciences, foreign~~
3 ~~languages, arts, and computer literacy.~~

4 ~~— (f) A substitution shall not be made for any course identified in this subsection~~
5 ~~unless the course in question has been deemed equivalent in content by the~~
6 ~~Council on Postsecondary Education in consultation with the Department of~~
7 ~~Education.~~

8 ~~— (2) Effective for the fall semester of 2002,]~~ An applicant to a baccalaureate
9 degree program at an institution shall complete twenty-two (22) or more
10 approved high school units including the following courses in the precollege
11 curriculum. The precollege curriculum established in this section shall include the
12 following categories and courses of study and is based on the Program of
13 Studies.

14 (a) Four (4) units of high school study in English/language arts, specifically,
15 including English I, English II, English III, and English IV or AP English.

16 (b) Except as provided in subparagraphs 1, 2, and 3 of this paragraph, three
17 (3) units of high school study in mathematics, including algebra I, algebra II, and
18 geometry.

19 1. A student may substitute for algebra I a mathematics course whose
20 content is more rigorous than that described in the Program of Studies.

21 2. Algebra I may be taken prior to high school and counted as a required
22 mathematics course if the academic content of the course is at least as rigorous
23 as that listed in the Program of Studies.

3. Algebra II shall include the content and skills described in the Core Content for Mathematics Assessment.

(c) Three (3) units of high school study in science, to include physical science, life science, and earth and space science. At least one (1) unit shall be a laboratory course.

(d) Three (3) units of high school study in social studies, from the following content areas: United States history, economics, government, world geography, and world civilization.

(e) One-half (1/2) unit in health education.

(f) One-half (1/2) unit in physical education.

(g) One (1) unit in history and appreciation of visual and performing arts.

(h) ~~[Effective with the fall semester 2004, an applicant shall:~~

~~1. Complete] two (2) units in the same foreign language unless the applicant's local school has:~~

~~1. [a.] Diagnosed the student as having a learning disability as set forth in KRS 157.200 and 707 KAR 1:280 or 707 KAR 1:310; and~~

~~2. [b.] Determined that the learning disability precludes the student from successfully completing a foreign language course; or~~

~~3. [2.] the applicant demonstrates [demonstrate] linguistic competence and awareness of a foreign language at least equivalent to two (2) years of high school language [; or 3. Completes two (2) units of English as a second language (ELS)].~~

~~[(3)(a) Beginning with fall semester 2002 through the academic year 2003-2004, a student shall, in addition to the requirements of subsection (2) of this section, take seven (7) (electives. Five (5) of the seven (7) electives shall be courses with academic content that is at least as rigorous as that required in the minimum high school graduation requirements and shall be in an approved area:~~

~~— 1. Social studies.~~

~~— 2. Science.~~

~~— 3. Mathematics.~~

~~— 4. English/language arts.~~

~~— 5. Arts and humanities.~~

~~— 6. Physical education and health. A student shall be limited to one-half (1/2) unit as an elective in physical education and to one-half (1/2) unit in health.~~

~~— 7. Foreign language.~~

~~— 8. Agriculture, industrial technology education, business education, marketing education, family and consumer sciences, health sciences, technology education and career pathways. The academic content shall be more rigorous than the introductory level as described in 703 KAR 4:060.~~

~~— 9. A college-bound student is encouraged to take, as part of an elective course selection, additional coursework in mathematics, sciences, and arts.~~

~~— (b) Beginning with the fall semester 2004,]~~

(2) In addition to the requirements of subsection (1) ~~[(2)]~~ of this section, a student shall take five (5) electives. Three (3) of the five (5) electives shall be courses with academic content that is at least as rigorous as that required in the

1 minimum high school graduation requirements and shall be in the following areas
2 of study:

3 (a) ~~{1.}~~ Social studies.

4 (b) ~~{2.}~~ Science.

5 (c) ~~{3.}~~ Mathematics.

6 (d)~~{4.}~~ English/language arts.

7 (e)~~{5.}~~ Arts and humanities.

8 (f)~~{6.}~~ Physical education and health. A student shall be limited to one-half
9 (1/2) unit as an elective in physical education and to one-half (1/2) unit in health.

10 (g)~~{7.}~~ Foreign language.

11 (h) ~~{8.}~~ Agriculture, industrial technology education, business education,
12 marketing education, family and consumer sciences, health sciences, technology
13 education and career pathways.

14 ~~{an approved area of study set forth in paragraph (a)1 through 8 of this~~
15 ~~subsection}.~~

16 (3)~~{(4)}~~ (a) A student may substitute an integrated, applied, interdisciplinary,
17 or higher level course within a program of study for a course listed in subsections
18 (1) or (2) of this section, if the substituted course offers the same or greater
19 academic rigor and the course covers or exceeds the minimum required content.

20 (b) Integrated mathematics courses are intended to be taken as a sequence.
21 A student shall choose either the algebra/geometry sequence or the integrated
22 mathematics sequence.

(c) An approved substitute course may include an honors course, advanced placement course, dual credit course, or a course taken at an institution.

~~(4)~~~~(5)~~ An institution may establish additional requirements to supplement this minimum academic preparation.

~~(5)~~~~(6)~~ (a) A waiver of a required precollege curriculum course may be justified if:

1. A student is physically unable to complete a course because of a physical handicap;

2. A student's handicapping condition is verified through appropriate documentation; and

3. The school district superintendent or designee ~~{{or designee}}~~ verifies that a student's handicapping condition will prevent the student from completing the course in question.

(b) Following a determination that a student is unable to complete a course based upon paragraph (a) of this subsection, a local school may substitute another course in accordance with 704 KAR 3:305, Section 2(3).

~~(6)~~~~(7)~~ A course selection is tied to the Program of Studies and the individual course descriptions contained in that document. For guidance in the selection of a specific course, a counselor may consult the program of studies and Council materials on the precollege curriculum.

~~(7)~~~~(8)~~ An ~~Each~~ institution shall determine whether an applicant has met these minimum academic preparation requirements.

~~(8)~~~~(9)~~ The precollege curriculum requirement shall apply to:

1 (a) A first-time student ~~[freshman]~~ pursuing a baccalaureate degree with or
2 without a declared major;

3 (b) A student converting from nondegree status to baccalaureate degree
4 status;

5 (c) A student changing from certificate or associate-degree level to
6 baccalaureate-degree level; or ~~[and]~~

7 (d) A student who, transferring from another institution, has been admitted to
8 baccalaureate-degree status by the receiving institution.

9 ~~(9) [(10)]~~ The following shall be exempted from the requirements of the
10 precollege curriculum:

11 (a) An adult student;

12 (b) A student entering baccalaureate-degree status with twenty-four (24) or
13 more semester credit hours applicable to a baccalaureate degree with a GPA
14 (grade point average) of at least 2.00 on a 4.00 scale;

15 (c) Active duty military personnel, their spouses, and their dependents;

16 (d) A student enrolled in a community or technical college or a community
17 college type program at a university;

18 (e) A nonresident student because he or she is subject to the provisions of
19 Section 2(5); or

20 (f) An international student.

21
22 Section 4. Conditional Admissions Qualifications. (1) A university shall have
23 the option of admitting conditionally a first-time student ~~[freshman]~~ applicant to a

1 baccalaureate degree program who has not met the requirements of Section 3 of
2 this administrative regulation. A first-time student ~~{freshman}~~ admitted
3 conditionally shall remove or otherwise satisfy ~~{all}~~ academic deficiencies in a
4 manner and time period established by the enrolling institution.

5 (2) An institution enrolling students in a baccalaureate degree program under
6 the conditional admission provisions in subsection (1) of this section shall admit
7 conditionally each academic term not more than five (5) percent of a base figure.
8 The base figure shall be the average number of students reported as enrolled
9 with baccalaureate-degree status over the preceding four (4) years.

10 (3) Although not subject to the precollege curriculum for admission purposes,
11 the precollege curriculum status of students enrolled in a community college-type
12 program in a university shall be assessed and reported to the Council on
13 Postsecondary Education.

14 (4) An applicant of superior ability, as demonstrated by exceptional academic
15 achievement, a high ACT Assessment score, and social maturity, may be
16 granted early admission. An applicant granted early admission by an institution
17 shall be exempt from the provisions of Sections 2 and 3 of this administrative
18 regulation.

19 (5) At the discretion of the institution, a person who does not meet college
20 entrance requirements, including high school students, may enroll in college
21 courses as a nondegree student.

1 Section 5. Transfer Students. (1) The council's general education transfer
2 policy and program specific agreements ~~[baccalaureate program transfer~~
3 ~~frameworks policy]~~ shall direct ~~[provide the basis for]~~ an institution's policy on the
4 acceptance of transfer credits. ~~[The American Association of Collegiate~~
5 ~~Registrars and Admissions Officers' "Transfer Credit Practices of Educational~~
6 ~~Institutions" shall serve as a reference for admission of transfer students to an~~
7 ~~institution and for the acceptance of transfer credits.]~~

8 (2) An ~~[state-supported]~~ institution shall assure that a transferring student
9 receives academic counseling concerning the transfer of credit among
10 institutions.

11 (3) An institution, consistent with the provisions of subsection (1) of this
12 section, shall accept a student's college credit earned when a course is taken
13 both for high school credit and college credit. Credit earned through a dual
14 enrollment arrangement shall be treated the same as credit earned in any other
15 college course.

16 Section 6. Assessment and Placement of Students. (1) The assessment and
17 placement policy of the council ~~[shall be effective with the fall semester 2001~~
18 ~~and]~~ shall apply to:

19 (a) A first-time student ~~[freshman]~~ enrolled in an associate or baccalaureate
20 degree program or a certificate or diploma program at an institution;

21 (b) A student who transfers from a degree program at one (1) institution into a
22 ~~[baccalaureate]~~ degree program at another institution and who has not taken and
23 successfully passed college-level courses in mathematics and English;

1 (c) A student who transfers from a certificate or diploma program into a
2 degree program and who has not taken and successfully passed college-level
3 courses in mathematics and English;

4 (d) A student converting from nondegree status to degree status who has not
5 taken and successfully passed college-level courses in mathematics and English.

6 (2) A nondegree-seeking student shall be exempt from system-wide
7 mandatory assessment and placement policies.

8 (3) An institution ~~[A university]~~ shall use the ACT Assessment to evaluate
9 student competencies in mathematics, English, and reading. An institution ~~[A~~
10 ~~university]~~ may accept scores on the SAT in lieu of the ACT Assessment for
11 placement in college-level courses.

12 (4) An institution shall, where a student is determined to have not met the
13 systemwide standards for readiness, use a placement exam ~~[A university may~~
14 ~~use an institutional placement exam as a supplement to the ACT Assessment]~~ to
15 help place a student in the proper course.

16 (5) An institution ~~[(4) (a) A university]~~ shall place a student who scores below
17 the system-wide standard in mathematics, English, or reading in an:

18 (a)[1.] Appropriate developmental [remedial] course in the relevant discipline;
19 or

20 (b)[2.] Entry-level college course, if the course offers supplementary
21 academic support, such as extra class sessions, additional labs, tutoring, and
22 increased monitoring of students, beyond that usually associated with an entry-
23 level course.

1 ~~[(b) A university may set a cut-off score above the system-wide standard to~~
2 ~~place a student.]~~

3 (6) [(5)] Provided, however that effective with the fall semester of 2009, an
4 institution shall satisfy the provisions of sub-section (4) of this Section by placing
5 a student in the appropriate developmental course or discipline or entry-level
6 college course in the first term that a student is enrolled.

7 (6) (a) A student shall not be required to enroll in a developmental course in
8 English if the student has a sub-score on the ACT Assessment of eighteen (18)
9 or higher in English. The student shall be permitted to enroll in a credit-bearing
10 writing course.

11 (b) A student shall not be required to enroll in a developmental course in
12 Mathematics if the student has a sub-score on the ACT Assessment of nineteen
13 (19) or higher in Mathematics. A student who scores between nineteen (19) and
14 twenty-one (21) shall be permitted to enroll in a credit-bearing mathematics
15 course.

16 1. A student who scores twenty-two (22) through twenty-six (26) on the ACT
17 Assessment in Mathematics shall be permitted to enroll in a credit-bearing
18 algebra course.

19 2. A student who scores twenty-seven (27) or higher on the ACT Assessment
20 in Mathematics shall be permitted to enroll in a credit-bearing calculus course.

21 (c) A student who demonstrates a level of competence by achieving the
22 scores contained in paragraph (b) is guaranteed placement in credit-bearing
23 coursework, but is not guaranteed admission to a university.

1 (8) An adult student who has been admitted without the ACT Assessment
2 test or the SAT may be placed into an appropriate course using:

3 (a) The ACT Residual Test;

4 (b) The ASSET Testing Program;

5 (c) The COMPASS Testing Program;

6 (d) The ACCUPLACER Testing Program; or

7 (e) An institutional placement test.

8 (9) [(6)] An institution [university] shall be responsible for determining the
9 remediation required including the number of developmental courses required, if
10 necessary.

11 (10) Provided, however that effective with the fall semester of 2009, that an
12 institution shall enroll a student who scores below the statewide standards in
13 appropriate developmental or supplemental courses consecutively until
14 readiness for credit-bearing courses has been demonstrated. An institution shall
15 also ensure that a student who completes a developmental or supplemental
16 course shall immediately enroll in a credit-bearing course in that subject or
17 discipline.

18 (11) [(7)(a)] KCTCS shall select campus placement tests for the community and
19 technical colleges that assess mathematics, English, and reading skills. [~~This~~
20 ~~requirement also shall apply to the Lexington Community College.]~~

21 ~~(b) [KCTCS shall ensure that the same campus placement tests are used by~~
22 ~~the Technical College Branch and the Community College Branch to assess~~
23 ~~degree-seeking students.]~~

1 ~~—(c)~~ KCTCS ~~{and the Lexington Community College}~~ may use the ACT
2 Assessment scores or SAT scores to place a student into an appropriate
3 developmental course.

4 (12) ~~[(8)]~~ The KCTCS ~~{and the Lexington Community College}~~ shall place a
5 degree-seeking student who scores below the system-wide standard in
6 mathematics, English, or reading in an:

7 (a) Appropriate developmental ~~[remedial]~~ course in the relevant discipline; or

8 (b) Entry-level college course if the course offers supplementary academic
9 support, such as extra class sessions, additional labs, tutoring, and increased
10 monitoring of students, beyond that which is usually associated with an entry-
11 level course.

12 (13) ~~[(9)]~~ ~~{KCTCS shall develop guidelines for use at the community and~~
13 ~~technical colleges that will determine the remediation required in mathematics,~~
14 ~~English, or reading based upon placement test scores. This requirement also~~
15 ~~shall apply to the Lexington Community College.~~

16 ~~—(10)(a) KCTCS shall develop assessment and placement policies for~~
17 ~~students who enroll in certificate and diploma programs.~~

18 ~~—(b) For each certificate and diploma program, KCTCS shall determine the~~
19 ~~proper cut-off scores for placing students and the standards for exiting remedial~~
20 ~~instruction.~~

21 ~~—(c)~~ KCTCS may exempt students enrolled in selected certificate and diploma
22 programs from an assessment and placement in mathematics, English, and
23 reading.

1 ~~(14)~~~~[(11) Effective with the spring semester 2001,]~~ An institution shall report
2 to the council data that monitors the performance of first-time students
3 ~~[freshmen]~~ in developmental ~~[remedial]~~ and entry-level courses. The core
4 elements of the first-time students ~~[freshmen]~~ performance monitoring system
5 shall include, as appropriate:

6 (a) ACT or SAT scores;

7 (b) Institutional placement exam results;

8 (c) Information that identifies whether a course is developmental ~~[remedial]~~,
9 entry-level, or entry-level with supplementary academic support provided; and

10 (d) Grades in developmental ~~[remedial]~~ and entry-level courses.

11
12 Section 7. Incorporation by Reference. (1) The following material is
13 incorporated by reference:

14 (a) The "Program of Studies for Kentucky Schools, Grades Primary-12", 2006
15 ~~[1998]~~, Kentucky Department of Education;

16 (b) "Core Content for Mathematics Assessment", Version 3.0, 1999,
17 Kentucky Department of Education;

18 (c) "General Education Transfer Policy", 2004 ~~[1995]~~, Council on
19 Postsecondary Education;

20 (d) ~~["Baccalaureate Program Transfer Frameworks", 2000-2001, Council on~~
21 ~~Postsecondary Education; and]~~

22 ~~—(e)]~~ "ACT High School Profile Report: High School Graduating Class ~~[1999]~~",
23 ACT, Inc.; and

1 (e) ~~(f)~~ "Statewide Public Postsecondary Placement Policy."

2 (2) This material may be inspected, copied or obtained at the Council on
3 Postsecondary Education, 1024 Capital Center Drive, Suite 320, Frankfort,
4 Kentucky, Monday through Friday, 8 a.m. to 4:30 p.m.